

~~CONFIDENTIAL~~

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DATE 16/03/92 BY 10035

100-11470-1
DATE 1/6/03 BY SP-10/10

1/1/75

ained to purchase a new
ever, an employee who
ew car" loans in such
loans in order to release
co-maker loan is 3/4%.
s since the "co-maker" is

erted to co-maker loans
s will continue to carry
1/2% rate will also apply
hile they are overseas.

approved the staff paper
and disability benefits to
agency-sponsored insurance
plans. We will now complete
a meet with representa-
ting procedures for the
also meet with [REDACTED] to
personnel can make payment
insurance proprietary,

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The Deputy Director for Intelligence met our 1 April target date revision of the Recruitment Brochure. His revised draft was received 1 March.

The Chief, Personnel Recruitment Division is arranging to obtain proof copies for distribution to interested officials for comment and concurrence.

4. Screening Official Personnel Folders

4. Screening Official Personnel Orders
We have undertaken a project for reviewing Official Personnel Orders to remove extraneous, obsolete, or duplicate materials. This screening will be performed by our Appointment Clerks working under specific rules. The kinds of papers which would be removed are routing sheets, copies of travel orders, duplicates of memoranda, and Requests for Personnel Action covering routine actions which are over five years old.

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This screening can be expected to identify misfiled papers also -- those filed in the wrong location in the folder and those filed in the wrong folders. It should result in some space saving in the file room, a critical item, and improved appearance and accuracy of the files.

This work will be performed as an additional duty by the Appointment Clerks whose workload has lessened somewhat due to reduced recruitment activity. Since it is being performed on this basis, no target date for completion has been set.

In last week's report we noted that the Credit Union's 1963 annual report had been tendered to the Regional Director of the Bureau of Federal Credit Unions (HEW) in classified form and that he refused to accept it. The HEW Director of Security and two representatives of the Bureau met with the Chief, Benefits and Services Division and a representative of the Office of Security on 31 March to discuss this matter. At the conclusion of the meeting we were assured that HEW would cooperate in developing satisfactory procedures for receiving, processing, and storing classified reports from the Agency. As a first step, we have been asked to identify those reports which contain classified information and which items require special handling.

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Since the improved UBLIC coverage was announced, 677 new applications and 1,694 applications for increased coverage have been processed. The extra workload has created a backlog in processing these applications and we have authorized 64 hours of overtime to put this processing on a current basis.

The number of applications for DENTA coverage has increased to 1,775.

SUBJECT: Current Interest Items

8. Fund Drive

As of the close of business 3 April, 92% of the envelopes issued for the National Health Agencies and Joint Crusade campaign had been returned. Results as of 3 April were as follows:

	<u>National Health</u>	<u>Joint Crusade</u>
Participation (% of returned envelopes with contributions)	86%	86%
Average contribution		
Amount contributed	\$22,600.08	\$17,628.05

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Emmett D. Echols
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - Mr. [REDACTED] IG
- 1 - D/Pers Chrono
- X - D/Pers Subj

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25X1A9a OD/Pers/[REDACTED] (6 April 1964)